



# Facility Management

PAGE NUMBER: 1 OF 1

DATE: 05-01-96

POLICY NUMBER: 03-89

SUBJECT: USE OF THE MEMORIAL HALL DURING LEGISLATIVE SESSION

## POLICY STATEMENT

During the Legislative Session, use of the area in Memorial Hall from in front of the Governor's Office to the kiosk, shall be controlled by Facility Management. All organizations that would like to use this area for activities must submit a written request to the Facility Management office and have a written confirmation prior to holding the activity in Memorial Hall.

Only activities with an educational, cultural, or entertainment purpose will be allowed in Memorial Hall during legislative session. Special functions that facilitate the goals and objectives of state government as a whole may also be allowed.

Activities held in Memorial Hall must be one day or less in duration. Displays that cannot be setup and taken down within the normal eight hour time frame, 8:00 a.m. to 5:00 p.m. on any given day, will not be allowed.

Exhibits that require longer than one day for display may be allowed space on the ground floor, west end, if they are compatible with the space available and the use for which this area is being made available.

Demonstrations, rallies, and other activities for the specific purpose of lobbying or getting the attention of the legislators on a particular issue will not be allowed in Memorial Hall or on the ground floor while the legislature is in session.

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Signature

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Date



